CITY OF HOUSTON

Job Posting

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1	***Applications accepted from:*** **All PERSONS INTERESTED**
2	***Job Classification*** **IS/IT Helpdesk Coordinator (Part-time)** **(Multiple vacancies)**
3	***Posting Number*** **PN# 106164**
4	***Department*** **Houston Public Library**
5	***Division*** **Information Technology**
6	***Section*** **N/A**
7	***Reporting Location*** **Various Branch locations**
8	***Workdays & Hours*** ***Rotating shifts including weekends and weeknights**

*Subject to change

9   *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*
Provides support and assistance to computer users with routine hardware, software, or network problems or questions by utilizing a technical knowledge of operating systems, equipment, application packages and trouble shooting techniques. Performs PC Reservation functions. Understands and maintains MS Office Products (Word, Excel, PowerPoint.) Understands basic internet skills. Maintains statistical reports on project status. Performs computer support and assistance at Library Branch locations.

10   *WORKING CONDITIONS*
The position routinely requires lifting items up to 40 lbs and /or very long periods of walking on rough surfaces on a routine basis.

11   *MINIMUM EDUCATIONAL REQUIREMENTS*
Require an Associate's Degree in a Computer Science, Information Science, Electronic Technology or a closely related field. Experience may be substituted on a year-for-year basis.

12   *MINIMUM EXPERIENCE REQUIREMENTS*   None

13   *MINIMUM LICENSE REQUIREMENTS*
Valid Class "C" Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14   *PREFERENCES*
Preference will be given to applicants with hardware and software certification or higher.

15   *SELECTION/SKILLS TESTS REQUIRED*   None
However, the Department may administer a skill assessment evaluation.

16   *SAFETY IMPACT POSITION*   [x] Yes   [ ] **No**
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17   *SALARY INFORMATION*
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

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Salary Range - Pay Grade 10
$10.00 - $12.00 per hour

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18   *OPENING DATE*   August 3, 2005

19   *CLOSING DATE*   Open Until Filled

20   *APPLICATION PROCEDURES*
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status**. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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An equal opportunity employer

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